

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, JULY 11TH (6PM) Via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Catherine Levya #369
Kathie Taylor #271
Tami Jauchen #264
Kim Ray #135
Naomi Bruemmer #270
Harold Schaff #229
Annette Winter #260

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Leyva #351: Cathy wants to remove the EV & solar topic from the agenda for a while because she is unsure of the cost and is worried about dues increasing. Craig suggested Cathy join the EV & Solar committees to gain insight into the costs and to provide her input and concerns, but assured her that no action would be taken before soliciting feedback from the Owners first.

Chris Hall #351: Chris noted that many agenda items are not addressed by the Board and suggested either cutting them or keeping them as reminders for future discussion. She also does not want any further effort put into EVs until the Board decides on moving forward with it.

Tami Jauchen #264: to be discussed in agenda item 5a. She also wanted an update on the email address posted on the website. Colin agreed to look into this.

Kim Ray #135: A light post is broken outside of Kim's unit, and she wants to ensure the request was received. She prefers one of the lower light posts as the current one shines directly into her bedroom. Additionally, Kim wanted permission to park her camping trailer in the long-term parking section due to the Lake Fire and intends to park it until July 26th. Chris moved a motion to add this request to the agenda, which Colin seconded. This was unanimously approved. Chris moved a motion to approve the camping trailer in long-term parking, until the end of the fire with proper signage explaining the reason. Colin seconded. Craig amended the motion to allow parking only until July 26th. Joe seconded. Chris and Colin voted against the amended motion, while Joe and Craig voted in favor. They returned to the original motion. The original motion was approved with all voting in favor except Craig. The motion passes.

3. APPROVAL OF PRIOR MEETING MINUTES (6/6/24)

a. Regular Session.

Craig motioned to approve the regular session meeting minutes from 6/6/2024. Joe seconded. This was unanimously approved.

b. Executive Session Summary (enforcement of parking rules; insurance & release; fine assessed)



Craig motioned to approve the executive session meeting minutes from 6/6/2024. Joe seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.

Reserve expenditures last month: Tree work; reroofing at 7626

Operating Expenses are about 19.1+% below budget through end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

Chris read through the treasurer's report. James clarified that the association is significantly below budget due to a large sum to be paid out for insurance closer to the end of the year. Craig inquired about where employee expenses are allocated in the budget. The Scribe is categorized under miscellaneous, Pool Monitor (Ashley) expenses are under pool maintenance, and Jim Dewey's expenses are under maintenance. Craig requested that these employee expenses be broken out as separate subcategories on the budget page (as it only needs 3 additional rows and will fit). James agreed to look into this for the board.

Joe moved a motion to approve the treasurer's report as read with the discussed clarifications. Colin seconded. Craig reminded the board that any transfer of \$10,000 or more needs prior approval. Before this meeting, the association spent \$28,000 on an invoice to Action Tree, which needs to be ratified. This was unanimously approved.

b. Landscape recommendations & proposals – tree work & replacement; weed control

Joe sent a proposal to James for tree work around 7626 to replace the trees and oak trees with native species. Craig moved to approve the proposal from Enviroscaping for \$5,100 to plant trees. Chris seconded. Chris asked if Joe would consider ginkgo trees, but Joe noted he has not recommended them because they are deciduous, the Board would need to vote to have these. The motion was unanimously approved, with Joe abstaining.

Joe reported that someone has been dumping green waste in the association's dumpsters, which is costing the complex money. He requested that everyone in the association keep an eye out for this. Craig requested that James send out an email alert and include an item in the Newsletter to notify the complex about the illegal dumping.

A complaint was received about an excess of weeds and dandelions. Joe mentioned he has been bringing in extra workers and asked the board to consider helping with this issue. Enviroscaping does not use herbicides, so addressing the complaints requires manual removal of the weeds and dandelions.

A gentleman complained about the use of gas equipment, but Joe clarified that he uses electric equipment and operates within the allowed noise timeframe (starting at 9 am).

Another complaint was received regarding the trimming of trees at 7610, where some lower branches were left hanging, and were thought to create a fire hazard. Joe explained that the trimming was not yet complete, and to save money, the remaining branches would be addressed by handling them in-house. The Owner still threatened to call the fire department, even though Joe did address and fixed the issue as promised.



The board expressed their desire to work with Joe and Envirosaping about the extra work requirements needed and would consider an amendment to the budget. Joe said he would send a proposal, but an extra man one day per week would be a good start. Craig made a motion to add one extra worker one day per week (32 hours per month) to Envirosaping's budget for three months, with a review at the end of September. Chris seconded. This was unanimously approved, with Joe abstaining.

c. Committees (EV, Architectural, Website, Solar, Events, etc.)

Website: Jim Dewey has a functioning online app for owners to report to. Chris wanted to notify owners of its existence and where to find it - hopefully Colin can cause it to be added to the website.

d. Caretaker or pool report

Nothing to report.

e. Vendor evaluations

Merit: Craig acknowledged that Envirosaping is doing an incredible job and wanted to express appreciation for their work. Chris echoed his sentiments.

Ten lights were reported as being out or broken, and in need of repair. Four of those lights have yet to be repaired at the time of this meeting. Craig inquired about the frequency with which the maintenance worker checks on such issues. James said he would remind the maintenance worker to regularly inspect and address these matters.

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

- a. 7626 rebuild & ins. claim; Rec'd \$457,742.28; Approval needed for Beachside invoices just received; Ratification of replacing remaining old siding while scaffolding was available (\$15k)

James reported that the association has incurred \$169,000 in expenses from Beachside as of the current meeting. If the board approves the invoices presented, the remaining balance would be approximately \$28,000. James reviewed the spreadsheet, itemizing the specific units and the allocation of expenses. The completed units are 115, 231, 331, 330, and 329, with only units 229 and 230 still pending. Joe moved to approve the second batch of Beachside invoices totaling \$169,235.15. Colin seconded. This was unanimously approved.

To pay these invoices, funds need to be transferred from the reserve, which requires board approval. Joe moved to pull money from the reserves using the insurance funds previously received for payment. Chris seconded. This was unanimously approved.

Harold Schaff agreed that the insured work completed so far by Beachside on his Unit 229 totaled \$27,315. He requested that the remaining insurance funds allocated for the repair of his Unit (\$41,667) be advanced to him directly in order to handle the remaining repairs himself. James explained again that the accepted procedure was for Harold to submit invoices from his approved licensed contractor(s) once the authorized repair work was completed and a joint check could then be issued to him and the contractor. The HOA could not issue a check before the work was completed owing to liability issues, and the fact that any request for additional supplemental insurance funds would require valid invoices of the completed work. In response, Harold questioned this policy because he had heard no response to an invoice submitted several months ago for \$8k. This invoice was for cleanup and damage control immediately following the emergency, but as it involved non-licensed contractors and mostly salvaging and protecting Unit contents, it may not be considered a valid insured HOA covered loss. Harold then expressed frustration with low insurance estimates and the process for reimbursement outlined in the previous meeting by Bob Bartlein. James explained again that once the entire project is complete, payment amounts are renegotiated to a certain extent. Then Craig reiterated the payment procedures. Harold was unwilling to comply. Harold had not provided the correct documentation for potential reimbursement, nor was he willing to make any more advanced payments or commitments, so he did not want to proceed with what was explained to him at the



last meeting. James emphasized focusing on the overall amount rather than any low initial estimate for any one unit, again, because there will be negotiations with the insurance company when the entire building is finished. Although he was hesitant to proceed with Beachside, hoping to avoid Don's overhead by contracting out the work himself (but not accepting responsibility like Don to pay his contractors before he himself received payment), Harold agreed, in order to move things along to work with Don. The board offered to consult with Don for the best course of action. Harold offered to return the kitchen cabinets he had purchased (which, as an upgrade, cost more than the insurance estimate) or turn them over to Beachside at a discount for installation. James promised quick action to contact Beachside.

7636 Siding and Window repair: Joe moved to approve the proposal from Beachside for the window replacement and bill the unit owners #259, #260, #359, and #360 for the cost of windows only. Colin seconded. This was approved, with Chris voting no. Under the CC&R's, window replacement is the Owner's responsibility.

7640 Balcony Repair (\$9,320): Craig moved to approve this invoice. Joe seconded. This was unanimously approved.

7636 Deck Unit 361 Dry Rot Repair (\$17,447): Joe moved to approve the invoice. Chris seconded. This was unanimously approved.

Affordable Paint Proposal for backside of 7626 Not Covered by Insurance (\$6,500): Joe moved to accept this proposal. Chris seconded. This was unanimously approved.

Action Tree Invoice (\$28,000): Previously paid but needs ratification. Craig moved to ratify the payment. Colin seconded. This was unanimously approved.

Beachside Proposal for Window Replacement at 7636: Involves replacing 8 windows in 4 units in addition to siding repair. This proposal, which only covers the material cost of the window and window frames (not their removal or installation) was previously motioned by Craig, seconded by Joe and voted on and approved by email shortly after the June meeting by Tamara, Craig, Chris, and Joe. This proposal was also voted on and approved earlier in this meeting (see 7636 Siding and Window repair above). However, owing to a misunderstanding, Joe moved to further ratify the proposal. Colin seconded. Chris amended the motion to remove holding the Owners responsible for these costs, but the amendment was not approved. The final motion was for the HOA to cover dry rot repair, removal, and installation of new windows, with owners responsible only for the material cost of the window and window frame replacement (this proposal). Colin seconded. Craig, Joe, and Colin voted in favor. Even though it had already been voted on in favor by email, Chris voted against ratification of this motion. The units involved are 259, 260, 359, and 360, with a cost for windows at \$985 per unit.

- b. Leak from #364 into #264 & #131; test results from #364; w/hold pmt from #364; Deductible release
Discussion moved to executive session.
- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
Discussion tabled.
- d. Updating the gov docs; revised survey sent & return deadline extended to 7/8/24; results;
Discussion tabled.
- e. Review Budget
Discussion tabled.
- f. Gas lines projects – installing tags on each line (Jim Dewey);
Discussion tabled.
- g. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)



Discussion tabled.

- h. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.

- i. Pool facilities & sauna; other related issues; handicap seating; plexi glass / mesh for pool gate
Discussion tabled.

- j. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.

- k. EV charging stations
Discussion tabled.

- l. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.

- m. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.

- n. Utility closets at 7628 #117
Discussion tabled.

- o. Meeting in person - equipment required for zoom capability
Discussion tabled.

- p. Fire safety – quote for radios / walkie-talkie;
Discussion tabled.

- q. Air table
Discussion tabled.

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

- a. Ratification of approving future unit windows replacement by owners / Retrofit / insert windows
Discussion tabled.

- b. Car wash parking updates
Discussion tabled.

- c. #351 Front porch and staircase landing resurfacing
Discussion tabled.

- d. Replacement of stair treads & brackets
Discussion tabled.

- e. Rekeying common doors
Discussion tabled.

- f. Vehicle towing procedures
Discussion tabled.

- g. Other items to be put on next month's agenda
Discussion tabled.



7. **EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine; disability

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT at 9:08pm (Scheduled meeting 8/8/24 @ 6PM via Zoom)**

Prepared By: Julia Ambat (Scribe) 7/11/24

